**Purpose of role*:***

Be a fully participating member of the Parochial Church Council (PCC) which is the governing body of a parish, a team, made up of clergy and lay members of the parish. Together they are responsible for the finances of the parish and the overall wellbeing, practical as well as spiritual, of their worship communities, their members and buildings. The PCC also has a duty to promote the mission of the church within the wider community. All PCC members are Charity Trustees of the legal charity that is ‘the parish’.

**Responsibilities:**

The responsibilities of the PCC are defined by law, for example the *Parochial Church Council (Powers) Measure 1956* section 2 states ‘It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish’. Members of the PCC have the right to be consulted, to know what is proposed, and to have the opportunity to express an opinion on it.

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Comply with General Data Protection Regulations.
* Undertake any training as required.

**Specific**

* Demonstrate openness and ensure the people of the worship communities reach out to all who live in their surrounding communities, whether members of the church/worship communities or not.
* Support leaders (clergy and lay), prayerfully and personally.
* Prepare for and attend PCC meetings, review minutes and agree them, be an active part of the decision-making process. PCC members should also attend major activities in the Diocese and Deanery, so that they feel part of the wider church family.
* Be punctual, send apologies promptly when you are unable to attend.
* Suggest strategic and/or creative agenda items, put forward questions, tabled in good time and offer solutions, options and choices in the way ahead.
* Listen to others attentively, speak kindly, clearly and succinctly.
* Vote and make decisions for the good of the Diocese as a whole.
* Communicate with members of the worship communities to keep them informed and take their questions/issue/feedback to PCC meetings.
* Be aware of and work to fulfil the responsibilities of the PCC (see PCC Standing Orders document from the Diocesan Resources Team) which include:
  + Public Worship where people of all ages can meet for prayer and worship
  + Mission Ministry Plan (MMP) identifying and prioritising mission opportunities
  + Manage the PCC’s finances to ensure accounting for all funds, maintenance of accounts, annual accounts audit
  + Safeguarding, implementing the House of Bishops’ policies on Safeguarding and a Parish Policy on safeguarding children and vulnerable adults which is reviewed at least annually
  + Insurance cover for all parish activities
  + Church buildings, ancillary buildings (e.g. Hall) and churchyard, complying with Health & Safety, heritage requirements and maintenance work
* PCC members report to the PCC Chair

**Commitment required:**

To be elected to the PCC, a person needs to have been on the Electoral Roll for at least 6 months, if 18 years old or over, consent to being appointed and should also have received communion at least three times in the previous year. (If aged 16 or 17 years on the day of their election, the 6 month Electoral Roll membership requirement does not apply).

PCC members should aim to attend all PCC meetings. PCC members are usually elected for a 3 year term. However, the post holder should always feel free to talk to the PCC Chair at any point to discuss continuing in the role, or seeking a more suitable alternative for current circumstances.

This role is voluntary. Each PCC member must sign a “fit and proper persons” declaration and be subject to an enhanced DBS check.